


CONFIDENTIAL

ROUTING AND RECORD SHEET					
SUBJECT: (Optional) OL Division and Staff FY 1986 "Image Objectives"					
FROM: [Redacted] C/IMSS/OL [Redacted]		EXTENSION [Redacted]	NO. OL 4243 85	25X1	
			DATE 4 Dec 85	25X1	
TO: (Officer designation, room number, and building) ATTENTION: Planning Focal Point Officers	DATE RECEIVED FORWARDED		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
1. C/NBPO/OL LJ45 Hqs				<p>The attached memorandum requests that you submit to IMSS by 31 Dec 1985 your FY 1986 <u>Image Objective milestone charts and present posture of progress.</u></p> <p>This note also advises as follows:</p> <p>During our recent 26 November 1985 planning meeting with all OL division and staff chiefs and your planning focal point officers, we agreed to send you a formal reminder informing that the following additional inputs are due from you to IMSS:</p> <p>a. For the First Quarter FY 1986 DDA Quarterly presentation, provide to IMSS by 10 January 1986 First Quarter activities with <u>clarifying statistics and descriptive narratives, suggested topics for individual presentations at the DDA Quarterly, and a suggested place to hold the next DDA Quarterly.</u></p> <p>b. For the First Quarter FY 1986 D/L MBO quarterly review, provide to IMSS by 31 December 1985 <u>updated milestone charts and narrative posture/progress statements on all Standard Objectives (Office-level and Directorate-level).</u></p> <div style="text-align: right; margin-top: 20px;">  Tony </div>	
2. C/B&FB/OL [Redacted]					25X1
3. C/P&TS/OL [Redacted]					25X1
4. C/PMS/OL [Redacted]					25X1
5. C/SS/OL [Redacted]					25X1
6. C/HOME/OL 3E14 Hqs					
7. C/P&PD/OL 158 P&P Bldg					
8. C/PD/OL [Redacted]					25X1
9. C/RECD/OL [Redacted]					25X1
10. C/SD/OL [Redacted]					25X1
11.					25X1
12.					
13.					25X1
14.					
15.					


FORM 1-79 610 USE PREVIOUS EDITIONS

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16 December 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Budget & Fiscal Branch, OL
Chief, Personnel & Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Headquarters Operations, Maintenance,
& Engineering Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL


FROM:


Planning Officer, IMSS

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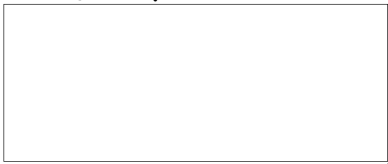
SUBJECT: Reminder of Upcoming Planning Requirements

REFERENCE: Multi addree memo dtd 4 Dec 85, subj: OL
Division and Staff FY 86 "Image Objectives"

1. This is to remind you that referent requested by 31 Dec:
 - a. Image-objective milestone charts, updated as of 31 Dec, for at least one communications-type objective and one procedural-improvement objective.
 - b. Updated milestone charts, as of the end of 1st Qtr, for all your other FY-86 Directorate- and Office-level objectives.
2. Also, at our 26 Nov planning meeting, we requested by 10 Jan:
 - a. Your 1st Qtr activities (for use in the next DDA Quarterly, expected to be held in Feb).
 - b. Suggested topics for the next DDA Quarterly. The arrival of a new DDA should influence your choice of these topics.
3. Please call me on  if I can clarify these requirements or otherwise help in any way.

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~~ADMINISTRATIVE - INTERNAL USE ONLY~~

4 December 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Budget and Fiscal Branch, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Headquarters Operations, Maintenance and
Engineering Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

ATTENTION: Division and Staff Planning Focal Point Officers

FROM:

[REDACTED]
Chief, Information and Management Support
Staff, OL

25X1

SUBJECT: OL Division and Staff FY 1986 "Image Objectives"

REFERENCE: October 1985 Logistics Planning Conference
Conclusions Re OL 1986 Image Objectives

1. In our recent 15 October 1985 OL Planning Conference at [REDACTED], we determined our OL FY 1988 initiatives, identified our OL FY-1986 Office and Directorate level Standard Objectives, and participated in extensive discussions regarding the results of internal and external surveys concerning our overall OL Image Objective entitled, "Conduct a Study of OL's Service Environment and Develop an Orientation Program to Enhance OL's Service Image." [REDACTED]

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2. With regard to the above "OL Image Objective," it was concluded that each OL division and staff would best be able to enhance OL's image by identifying their own "FY 1986 Image Objectives" (as differentiated from FY 1986 Standard Objectives) for implementation during the coming year. [REDACTED]

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[REDACTED]

[REDACTED]

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SUBJECT: OL Division and Staff FY 1986 "Image Objectives"

3. Accordingly, the Director of Logistics (D/L) tasked each division and staff chief to identify one or more Image Objectives for FY 1986 responsive to each the following themes:

a. A communications-type Image Objective projecting the "Hallmark of your operation for the next year."

b. A procedural review Image Objective which addresses and eliminates unnecessary bureacratic steps in our functional areas. 25X1

4. The D/L requested that you prepare, submit, and discuss your Image Objectives with him at your subsequent biweekly briefings in late October and early November for D/L approval. As of the IMSS biweekly briefing of 26 November 1985, the D/L informed that all OL division and staff Image Objectives have been discussed and approved. The D/L also requested that each division and staff chief formally submit their approved 1986 Image Objectives to IMSS. 25X1

5. In view of the above, you are requested to formally submit your FY 1986 Image Objectives milestone charts and descriptive narrative to IMSS by 31 December 1985 and also indicate updated progress on each Image Objective for the First Quarter of FY 1986 in a narrative statement on the related milestone chart. 25X1

6. Please note that you are responsible for two separate MBO submissions on 31 December 1985. One submission will be the initial submission and updated milestone charts of the above Image Objectives, and the other will be the updated milestone charts and status narratives for the Standard Objectives. As we described to you in our 26 November 1985 planning meeting, IMSS will utilize your inputs to the above Image and Standard Objectives efforts in briefing the D/L on the OL First Quarter MBO review. 25X1

7. Thank you for your assistance. If you have any questions regarding the above efforts, please call Edie or Marie on extension 25X1

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SUBJECT: OL Division and Staff FY 1986 "Image Objectives"

**cc: D/L
C/IMSS**

Distribution:

**Orig - Addressees
1 - IMSS/official
1 - IMSS/chrono
1 - OL/reader**

OL/IMSS/ATZ:il 4Dec85)

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